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Chapter 6 - Claims

Claims

[Adding a Creditor](#)

Remember to always search for a [creditor](#) before adding.

Click **Add Creditor** hyperlink.

Enter the **Case Number**.

The **CREDITOR INFORMATION** screen displays.

Note: CM/ECF will warn the user if the case already contains creditors.

Enter the creditor name and address information.

Remember: 5 line maximum

Each line no more than 40 characters (Name may be 50)

Avoid special characters (# & C/O are okay)

Account number/attention line placed on line 2

City, State and zip code on last line

Zip + four must include hyphen

State must be 2 letter abbreviation

Type defaults to "Creditor". Other values available may be:

Administrative

Limited Notice

Notice of Appearance

20 Largest Unsecured Creditors

If the creditor being added is a member of the creditor committee, click **Yes** after the **Creditor Committee** button.

If more than one creditor separate creditors with a blank line.

The **TOTAL CREDITORS ENTERED** screen will appear.

Verify the number of creditors you have entered.



If the number is not correct, click the browser's Back button to investigate your entries.

Otherwise, click **Submit**.

The **CREDITORS RECEIPT** screen will then display.

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The [Proof of Claim](#)  module is accessible on this screen so a [claim](#)  can be added to this new creditor in one continuous. operation.

[Claims Register](#)

To run the **Claims Register**, click **Reports or Query** on the Main Menu Bar and then **Claims Register** hyperlink. **PACER** charges will apply.

Enter **Case Number**.

Enter a **File Date range**.

Click **Run Report**.

[Proof of Claim](#)

When a [proof of claim](#)ⁱ is filed in CM/ECF, the [claim](#)ⁱ will be attached to the [creditor](#)ⁱ record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should be added. Refer to instructions on adding a creditor.

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **File Claims** hyperlink.

The **Search for Creditor** screen will display.

Enter **Case Number**

Enter the **Name of creditor** filing the claim.

Note: Only enter the first word of the creditor's name, i.e. American Express- enter American, John Smith - enter John, etc...

Click **Next** to search the creditor database for this claimant.

Caution: Initially, always search with the default of blank blue bar space in the **Type of Creditor** box. When a matrix is uploaded into the system the Creditor Type field defaults to Creditor. If this search does not reveal the creditor name and address, use the back button, change **Type of Creditor** to **20 Largest or Notice of Appearance** and search.

Click **Next**.

The **Creditor Selection** screen will then display the creditor who matches the search criteria.

Note: If no search criteria was entered on the Search for Creditor screen, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

Select the desired creditor.

Click **Next**.

A separate window will pop up indicating whether or not the creditor has filed any claims, in addition you will be asked to verify if this is the correct creditor.

The **Proof of Claim Information** screen displays the specific claim information for each claim.

Caution: Do not enter the "\$" or **commas** in the dollar amount fields.


Values default to whole dollars.

Decimals are accepted but not required.

Use the down arrow and select the proper role type in the **Filed By:** field..

Enter the **amount claimed** in the appropriate fields.

The Description and Remarks fields are for court use only and will appear on the [Claims Register](#).

The **Total Amount Claimed** field will total the values of Unsecured, Secured, [Priority](#)  and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

When you have completed this screen, click **Next**.

Click **Browse**, then navigate to the directory where the appropriate pdf claim form is located and select it with your mouse to attach the claim form.

Note: The PDF file of this claim form may include additional documents as exhibits. These exhibits may be supporting documentation or collateral information. Be sure to keep the entire Claim PDF document, with exhibits below the 25 page (or 3MB) limit. If the document

is larger than the 25 page or 3MB limit, it will need to be included as an attachment. The attachment is available for viewing from the [Claims Register](#) Report and is located below the claim number.

If a claim and supporting documentation (contracts, invoices, or other supporting documents can be linked to this claim) is greater than 25 pages or 3MB limit, it will need to be included as an [attachment](#).

The **Notice of Electronic Claims Filing** is then produced and displayed. This claim is now part of the official court record.

[Objection to Claim](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click [Claim](#)  **Actions** hyperlink.

Enter **Case Number**, click **Next**.

Select **Objection to Claim**, click **Next**.

Select or add your party, click **Next**.

Associate the pdf file of the **Objection to Claim**, click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

[Objection to Transfer of Claim](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click [Claim](#)  **Actions** hyperlink.

Enter **Case Number**, click **Next**.

Select **Objection to Transfer of Claim**, click **Next**.

Select or add your party, click **Next**.

Associate the pdf file of the **Objection to Transfer of Claim**, click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the appropriate transfer of claim event (s) to which your event relates: click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

[Transfer of Claim](#)

Click the **Bankruptcy** on the CM/ECF Main Menu.

Click Claims Actions **hyperlink**.

Enter Case Number

Click **Next**.

Select **Transfer of Claim** , click **Next**.

Select the Party. If not listed, click Add/Create New Party

Click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Transfer of Claim**.

Select **Claim (s)** from list.

Click **Next**.

Verify Claim Number:

Select Status **(from the claim status box)**

Click **Next**.

Click the radio button for the Transfer type.

Search for transferee or Add New Creditor  **(party you are representing)**

Search for transferor. (current owner of the claim, look for the **Claim #** next to the name)

Click **Next**.

Edit the docket pre- text box if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

[Withdrawal of Claim](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Claim**  **Actions** hyperlink.

Enter **Case Number**, click **Next**.

Select **Withdrawal of Claim**, click **Next**.

Select or add your party, click **Next**.

Associate the pdf file of the **Withdrawal of Claim**, click **Next**.

Is the claim to be withdrawn docketed on the claims register? Please enter y or n

IF **no**, click **Next**

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

IF **yes**, Select claim (s) from list, click **Next**.

Verify the Claim Number and in the Claim No. Status box, select **Withdrawn**, click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

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